



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
BOHOL 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE  
Ubay, Bohol, Region VII



24-02-003

Name of Procuring Entity : Request for Quotation (P.R. No.) :  
Revised on : Date : 20 FEB 2024  
Standard Form/Title : Office/End-User : ADMINISTRATIVE SECTION

REQUEST FOR QUOTATION

COMPANY NAME :

ADDRESS :

TEL NO./FAX NO. :

TIN No. :

Please quote your lowest price on the item(s) listed below subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not after 10:A.M. of \_\_\_\_\_ in the return enveloped attached herewith to the BAC Secretariat for Goods, DPWH Bohol 2nd Engineering District, Ubay, Bohol.

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within \_\_\_\_\_ upon receipt of the approved funded Purchase Order (P.O.) Administrative penalties pursuant to Sec. 69 of the Revised IRR RA 9184 shall be imposed for none delivery without valid reason.
3. Warranty shall be for a minimum of three(3) months for supplies and materials, one year for Equipment from date of acceptance by the end user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/DTI upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product if applicable.
7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for the procurement is \_\_\_\_\_

MARTIN A. PELARADA  
BAC CHAIRMAN

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Grasscutter 4 Stroke	4	unit		

Purpose: For use in the DPWH Bohol II - DEO, Bood, Ubay, Bohol.

Brand and Model: \_\_\_\_\_ Warranty : \_\_\_\_\_  
Delivery period: \_\_\_\_\_ Price Validity: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the terms and Condition specified by DPWH.

Tel No. : 518-8051  
Email address : dpwhboholl@yahoo.com

Printed Name / Signature / Date :  
Tel No. / Cellphone No. / E-mail Address

Website: www.dpwh.gov.ph  
Tel. No(s): (038) 518 8051



# DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Name of Office: **BOHOL 2ND DEO**  
Office Location : **Ubay, Bohol**

## FINAL ANNUAL PROCUREMENT PLAN FOR FY 2024

P.R. No. <sup>1</sup>	Contract Package (Description)	Procurement Method	ABC <sup>2</sup> (Fund Source)	PROCUREMENT SCHEDULE						
				Pre-Procurement Conference (1 c.d.)	Advertisement (7 c.d.)	Pre-Bid Conference (1 c.d.) 12 cd before submission of bid	Submission and Receipts of Bids (1 c.d.)	Bid Evaluation (1 c.d.)	Post-Qualification (1 c.d.)	Award of Contract (2 c.d.)
	Common Office Supplies									
	1. Common Office Supplies	shopping	6,138,822.62							
	2. Common Computer Supplies/Consumables	shopping	13,172,981.90							
	3. Common Janitorials Supplies	shopping	963,860.70							
	4. Common Office Equipment	shopping	4,268,569.00							
	5. IT Equipment and Software	shopping	30,962,733.59							
	6. Common Electrical Supplies	shopping	1,462,373.50							
	7. Other Categories	Public Bidding/Shopping	117,084,804.77							
	INVENTORY									
	1. Inventory/Common Office Supplies	shopping	881,625.50							
	2. Inventory/Common Computer Supplies	shopping	2,559,684.90							
	3. Inventory/Common Office Devices	shopping	113,165.80							
	4. Inventory/Common Janitorials Supplies	shopping	217,229.12							
	5. Inventory/Common Office Equipment	shopping	151,472.00							
	6. Inventory/IT Equipment and Software	shopping	161,200.00							
Total Budget Amount			Php 178,138,523.40							

PREPARED BY:

RECOMMENDED BY:

APPROVED BY:

**PRIMITIVA E. ABAN**  
Procurement Engineer

**MARTINA P. PARADA**  
BAC Chairman

**FERNANDO J. TAMAGSA**  
OIC - District Engineer

<sup>1</sup>PR No. = Purchase Request No.  
<sup>2</sup>ABC = Approved Budget for the Contract

The BAC Secretariat shall consolidate all the Project Procurement Management Plans (PPMP) prepared by the Project Management Offices (PMOs) into an Annual Procurement Plan (APP). The APP shall bear the approval of the head of the procuring entity. Updating the PPMP and the consolidated APP shall be undertaken every six (6) months or as often as required by the head of the procuring entity.

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Name of Office: Admin. Section  
Office Location: Libas, Bldg. 1

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2024

Procurement Schedule														
P.R. No. 1	Contract Package (Description)	Procurement Method	1st QTR.	2ND QTR.	3RD QTR.	4TH QTR.	ABC's (Fund Source)	Pre-Procurement Conference (1 c.d.)	Advertisement (7 c.d.)	Pre-Bid Conference (1 c.d.) 12 of before submission of bid	Submission and Receipts of bids (1 c.d.)	Bid Evaluation (1 c.d.)	Post-Qualification (1 c.d.)	Award of Contract (2 c.d.)
	1. Common Office Supplies	shopping		151,192.70		143,372.70								
	2. Common Computer Supplies / Consumables	shopping	225,800.00	206,335.30	180,200.00	148,460.50								
	3. Common Materials Supplies	shopping	164,965.00	22,600.00	151,665.00	22,600.00								
	4. Common Office Devices and Equipment	shopping	662,700.00	31,800.00										
	5. Furniture and Fixture	shopping	519,000.00											
	6. IT Equipment and Software	shopping	1,212,700.00											
	7. Other Categories	shopping	113,370.00											
	8. Common Electrical Supplies	shopping	112,870.00		48,000.00									
	9. Fire Fighting Equipment & Accessories	shopping	61,000.00											
	10. Air Condition Maintenance Service	shopping	91,800.00	91,800.00	91,800.00	91,800.00								
	11. Elevator Maintenance Services	shopping	61,000.00	65,000.00	65,000.00	165,000.00								
TOTAL EVERY QTR.														
Total Budget Amount			3,230,205.00	568,728.30	536,765.00	471,233.20								
Philp			4,806,931.43											
EVALUATED BY: (To be included in the														
REMARKS: (To be included in the														

PREPARED BY:

EVALUATED BY: (To be included in the DPWH Budget Proposal)

RECOMMENDED BY:

APPROVED BY:

VIRGILIO B. AGUIRRE

Admin. Officer V

MILB. VIRTUDAZO

Budget Officer

DIONISIO C. VERTADAZO

OIC-NAB, District Engineer

FERNANDO J. TAGASA

OIC-District Engineer

PR No. = Purchase Request No.  
ABC = Approved Budget for the Contract



**ITEMIZED LIST OF GOODS  
CY 2024**

Office/Jnt. ADMINISTRATIVE SECTION  
District DPWH-Bohol 2<sup>nd</sup> District Engineering Office, Ubay, Bohol

		TOTAL		DISTRIBUTION BY QUARTERS							
		CALENDAR		1ST QTR.		2ND QTR.		3RD QTR.		4TH QTR.	
		UNIT	PRICE	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
Category / Nature and Description / Specification		UNIT	PRICE	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
COMMON OFFICE EQUIPMENT											
1	Pushcart (Trolley), Hard Plastic Multi Function Platform Push Cart, 300kg Weight, Dimensions: 90 x 60 x 86cm	unit	4,800.00	1	4,800.00		-	1	4,800.00		
3	Water Dispenser, Hot and Cold	unit	9,000.00	2	18,000.00	2	18,000.00		-		
4	Two way Radio	unit	4,500.00	6	27,000.00			6	27,000.00		
5	Floor Polisher, 18" Diameter, with accessories	unit	49,000.00	1	49,000.00	1	49,000.00		-		
6	Money Counter Machine	unit	19,000.00	1	19,000.00	1	19,000.00		-		
8	Keypad, 72 key Capacity	unit	4,500.00	1	4,500.00	1	4,500.00		-		
9	Google TV, 85 inches, with wall bracket	unit	135,000.00	1	135,000.00	1	135,000.00				
10	Google TV, 43 inches, with wall bracket	unit	36,000.00	2	36,000.00	1	36,000.00				
12	Air Blower / Vacuum Cleaner for PC, 400W	unit	2,100.00	2	4,200.00	2	4,200.00				
13	Microphone 30 Channel	set	327,000.00	1	327,000.00	1	327,000.00				
14	Camcorder/Video Camera	unit	70,000.00	1	70,000.00	1	70,000.00				
15	Automatic Hand Dryer, 1800W	unit	4,100.00	1	4,100.00	1	4,100.00				
16	Grasscutter	unit	29,000.00	4	116,000.00	4	116,000.00		31,800.00		
TOTAL EVERY QTR.						662,700.00		31,800.00			
GOODS											
Furniture and Fixture											
Category / Nature and Description / Specification											
UNIT PRICE QTY AMOUNT											
1	Metal Rack, with 5 shelves	pc	11,200.00	10	112,000.00	10	112,000.00				
2	Sofa/Settee / Sala set	pc	45,000.00	1	45,000.00	1	45,000.00				
3	Table (Front Desk Table)	pc	35,000.00	1	35,000.00	1	35,000.00		-		0
4	Venetian blinds	pc	7,000.00	30	210,000.00	30	210,000.00		-		
5	Table, Side/Center	pc	8,000.00	4	32,000.00	4	32,000.00		-		
6	Bench, 4 seater	pc	12,000.00	2	24,000.00	2	24,000.00				
7	TABLE, Senior Executive	pc	17,000.00	2	34,000.00	2	34,000.00				
8	TABLE, Junior Executive	pc	13,500.00	2	27,000.00	2	27,000.00				
9	Chair, Senior Executive	pc	15,000.00	1	15,000.00	1	15,000.00				
10	Chair, Junior Executive	pc	9,800.00	12	117,600.00	12	117,600.00				
TOTAL EVERY QTR.						519,000.00		-			